02.04.06.C4.01 Provost's Council Procedures
Approved October 6, 1999
Supplements University Rule 02.04.06.C3

1. The Provost's Council will operate in accordance with the following procedures. This document supplements University Rule 02.04.06.C4, which defines the membership and responsibilities of the Provost's Council.

2. The Provost's Council meets at the call of the Provost and Vice President for Academic Affairs, who chairs the council.

3. The Provost and Vice President for Academic Affairs shall receive and circulate agenda items. Any administrative officer of the University or any officer of the Faculty Senate may place items on the agenda. An individual placing an item on the agenda may personally appear before the Council to present information on that item. The deadline for submitting agenda items is 12:00 noon, one working day prior to the scheduled meeting. The agenda for the meetings will be circulated prior to the meeting. Emergency items may be placed on the agenda of the Council at the beginning of a meeting by a three-fourths vote of the membership.

4. A vice chair shall be elected each fall by the members of the Council, approved by the Provost and Vice President for Academic Affairs, and serve at the pleasure of the membership. The vice chair shall chair meetings in the absence of the chair. The vice chair is a voting member of the Council.

5. A secretary shall be elected from the membership to keep and circulate the minutes. The secretary shall serve at the pleasure of the membership.

Contact for Interpretation: Provost and Vice President for Academic Affairs